

Underage Drinking Prevention Workgroup

of the Governor's Prevention
Advisory Council

Workgroup Members:

Attorney General's Crime and
Violence Prevention Center

California Alcoholic Beverage
Control

California Department of Alcohol
and Drug Programs

California Department of
Education

California Friday Night Live
Partnership

California Highway Patrol

California National Guard –
Drug Demand Reduction

California State PTA

Center for Applied Research
Solutions

Napa County Office of Education

Workgroup Chair:

Jaime Taylor
California Alcoholic Beverage
Control



Town Hall Meeting

Agenda Template

1. Welcome and Introductions

It is vital that all participants feel necessary to this process

2. Identify the problem

Use this part of the agenda to:

- Determine the problem (as it relates to underage drinking) and / or
- Illustrate the problem (pre-determined)

You may wish to use video, power point, local stats, speakers, etc.

3. What does this problem mean to the community?

This may be a good place for speakers, or a panel (always include youth)

4. What are we going to do about it?

This can be a good opportunity for smaller group work. They can be divided by organization, neighborhood, issue, etc. or randomly. Make sure you provide a process for them to use that includes determining next steps /action. Include time for groups to report out. It is important for all participants to hear group action steps, as well as policy makers and the media.

If you are not using a small group process, consider a process that allows participants to be heard and commit to a solution.

5. Closing

This is a good opportunity to reiterate next steps and commitments.

Appreciation to all participants.